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2-13-1970

W. J. Nicks Department of Health and Physical Education - 1969-70

Prairie View A&M College

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February 13, 1970

Mr. W. J. Nicks, Head
Department of Health and
Physical Education
Campus

Dear Mr. Nicks:

I am writing to you early concerning the recruitment of athletes for the 1970-71 athletic season.

You recognize that we have a number of new coaches on the staff and they may not be entirely familiar with our recruiting procedure.

I am sure that you will agree that it is most essential that we again create numbered scholarship certificates this year and they should be limited to the number of athletic scholarships which are available. These certificates should be given to the coaches who are recruiting and under no circumstances should their awards exceed the number of scholarship certificates which you have issued.

I am sure that you will understand the importance of this matter as the coaching staff may innocently recruit and make oral awards or in some other ways exceed the number of scholarships which actually will be available.

I would be grateful if you would draw up a procedure concerning this matter and advise me of it at the earliest possible date.

I am quite sure that you are already doing what is mentioned in this letter, however, I think that it is important that we distribute the information to all coaches.

Very truly yours,

Alvin I. Thomas
President

AIT/maw

February 13, 1970

June 30, 1970

Mr. W. J. Nicks, Head
Department of Health and
Physical Education
Campus

Dear Mr. Nicks:

I am writing to you early concerning the recruitment of athletes for the 1970-71 athletic season.

You recognize that we have a number of new coaches on the staff and they may not be entirely familiar with our recruiting procedure.

I am sure that you will agree that it is most essential that we again create numbered scholarship certificates this year and they should be limited to the number of athletic scholarships which are available. These certificates should be given to the coaches who are recruiting and under no circumstances should their awards exceed the number of scholarship certificates which you have issued.

I am sure that you will understand the importance of this matter as the coaching staff may innocently recruit and make oral awards or in some other ways exceed the number of scholarships which actually will be available.

I would be grateful if you would draw up a procedure concerning this matter and advise me of it at the earliest possible date.

I am quite sure that you are already doing what is mentioned in this letter, however, I think that it is important that we distribute the information to all coaches.

Best Alvin I. Thomas
Coach Alexander Purley

Very truly yours,

Alvin I. Thomas
President

AIT/maw

Prairie View A&M College
Prairie View, Texas

Health and Physical Education

10/13/69

Departmental Staff Meeting was called to order at 2:45 **October 16, 1969**

Members present:

Mr. Joseph Henry	Mr. Hoover Wright
Mr. A. E. LeBeaux	Mr. Samuel Lindsey
Director of Maintenance	Mr. John Harvey
Prairie View A&M College	Mr. William Coffield
Prairie View, Texas	Miss Barbara Jacket
Mr. Lonnie Thomas	Mr. W. J. Nicks

Dear Mr. LeBeaux:

This is to call your attention to much needed repairs. A correction in the minutes was made of two names recorded as absent at the last meeting. Those names were Miss Jacket and Mr. Nattig.

The new gymnasium roof leaks to the extent that the water runs down on the gymnasium floor. This condition is getting worse. Whenever it rains we have to mop up the water on the floor. Eventually it is going to rain when no one is in the building to do this mopping and the floor will be ruined. The same condition exists in the men's swimming instructors' office.

We also need water stops in both of the swimming pool offices. Mr. Lindsey asked if it were possible to have glass blocks placed in the library. Mr. English is to check with the librarian about this and report the results.

These conditions will have to eventually be corrected. I would suggest we do it at once before we have to repair the floors in addition to repairing the roof. Mr. English read a communication from the President relative to intramurals being handled by this department. Everyone felt that the program should be handled by Health and Physical Education since it would be meaningful for the department. The personnel and budget would be moved here.

Yours truly,

The following are suggestions for pictures (and persons in charge) for sports activities for the brochure:

W. J. Nicks, Head
Department of Health and
Physical Education

Basketball - Mr. Tankersley

Badminton - Dr. London

Swimming pool - Miss Jacket

Dancing class - Dr. London

Archery (not compulsory) - Mr. Coffield

cc: Dr. A. I. Thomas

Dr. Alvin J. McNeill

a. male class - touch football, tennis - Mr. Wright

b. female class - Dr. London

Gymnastics - Mr. Coffield

Locker room - Mr. Booker

First Aid - Mr. Harvey

A discussion of the budget was brought up by Mr. Coffield--equipment, needed, ordering, whether each person has a budget, increase in budget etc.

Prairie View A&M College
Prairie View, Texas

Health and Physical Education

10/13/69

Departmental Staff Meeting was called to order at 2:45 by Mr. English.

Members present:

Mr. Joseph Henry	Mr. Hoover Wright
Mr. John Tankersley	Mr. Samuel Lindsay
Mr. E. V. Rettig	Mr. John Harvey
Mr. Luther Booker	Mr. William Cofield
Dr. Mattie Londow	Miss Barbara Jacket
Mr. Lonnie Thomas	Mr. W. J. Nicks

A correction in the minutes was made of two names recorded as absent at the last meeting. Those names were Miss Jacket and Mr. Rettig.

Mr. English passed out library request cards which should be turned in to Mr. Henry before the 11th.

Dr. Londow asked if there are any health charts in this building. Mr. Wright stated that we do have some.

Mr. Lindsay asked if it were possible to have class^{Text} books placed in the library. Mr. English is to check with the librarian about this and report the results.

Mr. English read a communication from the President relative to intramurals being handled by this department. Everyone felt that the program should be handled by Health and Physical Education since it would be meaningful for the department. The personnel and budget would be moved here.

The following are suggestions for pictures (and persons in charge) for sports activities for the brochure:

Basketball - Mr. Tankersley
Badminton - Dr. Londow
Swimming pool - Miss Jacket
Dancing class - Dr. Londow
Archery (not conclusive) - Mr. Cofield
Men's and women's regular course
 a. male class - touch football, tennis - Mr. Wright
 b. female class - Dr. Londow
Gymnastics - Mr. Cofield
Locker room - Mr. Booker
First Aid - Mr. Harvey

A discussion of the budget was brought up by Mr. Cofield--equipment, needed, ordering, whether each person has a budget, increase in budget etc.

November 6, 1969

Mr. J. R. Phillips
Dr. Alvin J. McNeill
Dean, College of Arts and Sciences
Campus

Dear Mr. Phillips:
Dear Dean McNeill:

This is to thank you for the very fine way you have cooperated
In our conference yesterday with Dr. Forrest Ward, he asked me
to write him a letter explaining the point that we were not
requesting a separate department.

Enclosed is a letter explaining our position. experts at a job.
The fact that we haven't had one complaint from any one (not
even our opponents) takes a great load Yours truly, W. J. Nicks.

Thanks again and we look forward each year to your fine coopera-
tion.

W. J. Nicks, Head
Yours truly Department of Health and
Physical Education

WJN:ga

cc: President A. I. Thomas

W. J. Nicks, Assistant to
The President on Athletics

WJN:ga

cc: President A. I. Thomas

November 10, 1969

Mr. J. R. Phillips
School of Engineering
Campus

Dear Mr. Phillips:

This is to thank you for the very fine way you have cooperated with the Athletic Department this football season. You have done an excellent job and we want you to know that we appreciate it.

It is a pleasure to work with people who are experts at a job. The fact that we haven't had one complaint from any one (not even our opponents) takes a great load off of our shoulders.

Thanks again and we look forward each year to your fine cooperation.

Yours truly,

W. J. Nicks, Assistant to
The President on Athletics

WJN:gea

cc: President A. I. Thomas

NOV 12 1969

November 10, 1969

November 10, 1969

Mr. Jonathan Davis

Equipment Manager

Mr. Lindsey Weatherspoon

School of Agriculture

Campus

Dear Mr. Weatherspoon:

This is to thank you for the very fine way you have cooperated with the Athletic Department this football season. You have done an excellent job and we want you to know that we appreciate it.

It is a pleasure to work with people who are experts at a job.

The fact that we haven't had one complaint from any one (not even our opponents) takes a great load off of our shoulders.

Thanks again and we look forward each year to your fine cooperation.

Yours truly,

W. J. Nicks, Assistant to
The President on Athletics

WJN:gca

cc: President A. I. Thomas

WJN:gca

cc: President A. I. Thomas

November 10, 1969

Mr. Jonathan Davis Head
Equipment Manager
Campus

Dear Mr. Davis:

It is easy to criticize and complain when one fails to do a job. However, we feel that recognition should be made when a job has been well done.

The purpose of this letter is to thank you and members of your staff for the cooperation you gave us in preparing the athletic field and plant for the "Homecoming" game.

We have had a number of compliments as to how well the athletic field was laid out and how clean the entire premises were. And just to think, all of it was done before Saturday.

Please extend to all the members of your staff our sincere thanks for making our Homecoming one of the best. It was nice to field a great team and win the game. Few people realize however, how much work and planning must go into the whole operation before the game is played; by people behind the scene.

I am sure I speak the opinion of our administration in thanking you and members of your staff again.

Yours truly,

W. J. Nicks, Assistant to
The President on Athletics

WJN:gca

cc: President A. I. Thomas

December 4, 1969

November 10, 1969

Mr. Harold Perkins, Head
Department of Maintenance
Campus

Dear Mr. Perkins:

It is easy to criticize and complain when one fails to do a job. However, we feel that recognition should be made when a job has been well done.

The purpose of this letter is to thank you and members of your staff for the cooperation you gave us in preparing the athletic field and plant for the "Homecoming" game.

We have had a number of compliments as to how well the athletic field was laid out and how clean the entire premises were. And just to think, all of it was done before Saturday.

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I am sure I speak the opinion of our administration in thanking you and members of your staff again.

Yours truly,

W. J. Nicks, Assistant to
The President on Athletics

WJN:gca

cc: President A. I. Thomas

December 4, 1969

Mr. W. J. Nicks, Head
Physical Education Department
Campus

Dear Mr. Nicks:

I acknowledged receipt of your December 1, 1969 letter.

I am pleased to suggest that Mr. Alexander Durley, Mr. C. L. Wilson and Mr. W. J. Nicks attend the Southwestern Athletic Conference on December 5, 1969 at the Astrodome Hotel in Houston, Texas.

With kindest regards, I am

Very truly yours,

Alvin I. Thomas
President

AIT/rlm

CC: Mr. C. L. Wilson
Mr. Alexander Durley

December 4, 1969

December 3, 1969

Mr. W. J. Nicks, Head
Physical Education Department
Campus

Dear Mr. Nicks:

I acknowledged receipt of your December 1, 1969 letter.

I am pleased to suggest that Mr. Alexander Durley, Mr. C. L. Wilson and Mr. W. J. Nicks attend the Southwestern Athletic Conference on December 5, 1969 at the Astrodome Hotel in Houston, Texas.

With kindest regards, I am

Very truly yours,

Alvin I. Thomas
President

AIT/rjm

CC: Mr. C. L. Wilson
Mr. Alexander Durley

Yours truly,

W. J. Nicks, Head
Department of Health and
Physical Education

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

Department of
HEALTH, PHYSICAL EDUCATION AND ATHLETICS

December 3, 1969

December 1, 1969

Dr. Alvin J. McNeil, Dean
School of Arts and Sciences
Campus

Dear Dr. McNeil:

In the event I did not give you all the information you requested, I shall attempt to do so now.

Time of Departmental Meetings

First and third Monday of each month at 3:00 p.m.

Place

Room 40, basement of the Health and Physical Education
Building

Name of the Non-Administrative Chairman

Alternating:

- a. Mr. Leon English
- b. Dr. Mattie Londow

The minutes of each meeting have been distributed in the past to you and the President.

The first meeting in each month is chaired by the Department Head.
The second meeting in each month is alternately chaired by
Dr. Londow and Mr. English.

Yours truly,

W. J. Nicks, Head
Department of Health and
Physical Education

WJN:ga

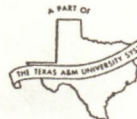
cc: President A. I. Thomas
Dean C. L. Wilson
Dr. E. E. O'Banion

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

Department of
HEALTH, PHYSICAL EDUCATION AND ATHLETICS

December 1, 1969



DEC 1 1969


Dr. A. I. Thomas
President
Campus

Dear President Thomas:


The Southwestern Athletic Conference of which we hold membership, will meet Friday, December 5 at the Astrodome Hotel.

The President of each member college is expected to name the three people who will represent his college. You may send this information to me and I will notify the proper persons.

Yours truly,


W. J. Nicks, Asst. to the
President on Athletics

WJN:ga


W. J. Nicks, Head
Department of Health and
Physical Education

WJN:ga

May 2, 1970

Mr. William J. Nicks
Prairie View A&M College
Prairie View, Texas

Dear Mr. Nicks:

Congratulations! We are happy to recognize you for having served your College for twenty-five years or more.

The L. F. Balfour Company is preparing a lovely watch especially for you in appreciation of this special event.

The Company has advised that they were unable to deliver your award in time for the program on May 2, however, it will be available prior to June 1, 1970.

We will make the actual presentation to you when the watch arrives.

With warmest regards, I am

Very truly yours,

Alvin I. Thomas
President

AIT/maw

To: All Physical Education-Major-Minor Students

Re: Department Practices and Expectations

From: Department of Health and Physical Education

1. Scholarship

Both College and Departmental standards require a student to maintain a grade-point average of 2.0 or better during his tenure at the college. A student, whose accumulative g.p.a. is 2.0 or better, but whose semester g.p.a. is less than 2.0 will go on "academic probation" immediately. A student who has a g.p.a. of less than 2.0 for both the accumulative and the semester will be subject to "academic suspension."

A physical - education - major student who has an accumulative grade point average of less than 2.0 at the end of his sophomore year will be asked to discontinue his program in physical education. All physical-education-major students are required to make grades of C or better in all required major courses and electives. Although a minimum grade of C is acceptable, all students are urged to perform maximally.

2. Advisement

All physical-education-major students have been assigned an adviser. Although advisers will schedule at least two advisement conferences during each semester, students are encouraged to request other conferences as needed.

Staff members and their respective levels of advisement are listed below.

Mr. W.J. Nicks	-----	Juniors and Seniors
Mr. Leon English	-----	Sophomore Men
Dr. Mattie Londow	-----	Sophomore Women
Mr. Wright	-----	Freshman Men
Mr. Lindsey	-----	Freshman Men
Miss Barbara Jacket	-----	Freshman Women

3. Professional Activities

Physical- education- major students are expected to participate in the Physical- Education- Major- Minor Professional Club, as well as any other activities provided by the Department. A student who is genuinely interested in his prospective profession avails himself of every opportunity to be identified with it and "to grow professionally."

It is desirable for the physical- education- major student to take advantage of opportunities for cultural enrichment by attending campus activities planned for this purpose.

4. Appearance and Personal Grooming

The physical- education- major student is obligated to himself, as well as to the profession, to practice habits of cleanliness and good grooming at all times. Moreover, his knowledge of factors which contribute to "total fitness" puts him in a unique position to serve as a model. He is characterized by his well- developed physique, erect carriage, and his "zest for living." He exemplifies good taste in dress by wearing appropriate clothes on all occasions.

5. Tutorial Program

A tutorial program has been set up for the purpose of assisting students who are having difficulty in Health and Physical Education. Students with such problems are urged to attend each Thursday evening at 6:30 in P.E. room 18.

6. Announcements

It is the student's responsibility to check bulletin boards regularly for announcements of importance. All announcements which concern physical- education- major and minor students will appear on the bulletin board at the bottom of the stairway in the basement of Gym 2 (near room 58).

PRAIRIE VIEW A. & M. COLLEGE

Prairie View, Texas

TENNIS SCHEDULE

April 13, 1970

1970

TENNIS TEAM

Match Results

SINGLES

<u>DATE</u>	<u>SCHOOL</u>	<u>SITE</u>
March 13, 14	T. S. U.	There
March 18	Sam Houston	Here
March 19,20,21,22	Rice Invitational	There
March 21	Northern Illinois Univ.	Houston
March 27	P. V. Invitational	Here
April 3,4	Jackson State	Here
April 6	Southeastern Okla.	There
April 9	Stephen F. Austin	There
April 17-18	Pelican Relays	There
April 22	Sam Houston	There
April 24-25	Arkansas	Here
May 1-2	N.A.I.A. (Regional	Ft. Worth
May 8-9	S.W.A.C.	Houston
June 8-12	N.A.I.A. (Nationals)	Kansas City

TOURNAMENTS

Dual Meets

Won

7

Won

1

Lost

2

Lost

6

PRAIRIE VIEW A. AND M. COLLEGE

PRAIRIE VIEW, TEXAS

March 17, 1970

March 11, 1970

Hotel Conference Room

Presiding U. S. Wallace

Dr. Alvin J. McNeil
Dean, School of Arts and Sciences
Campus

8:30 A.M.

President A. I. Thomas

Dear Dr. McNeil:

8:35 A. M.

In reply to the letter I received from you yesterday:

Some two weeks ago I sent you our second semester 1969-70 enrollment.
I also sent at the same time, a copy to President Thomas and Mr. C. L.
Wilson.

I am again sending you a copy of our enrollment for the first and
second semesters 1969-70.

Your Public Image Yours truly, L. Smith

Vocational Agricultural Programs J. E. Powell

11:20 A.M. W. J. Nicks, Head

11:30 A.M. Department of Health and
Physical Education
Picture Infront
of Field House

1WJN:gea Luncheon - Dutch
Hall Room B

cc: Dr. A. I. Thomas
Speaker: Mr. C. L. Wilson President A. I. Thomas

Enclosure

1:30 P.M.

Bureau Activity Milton Caroline

PRAIRIE VIEW A. AND M. COLLEGE

PRAIRIE VIEW, TEXAS

March 17. 1970

Hotel Conference Room

Presiding U. S. Wallace

8:30 A.M.

Welcome President A. I. Thomas

8:35 A. M.

Redirection in Areas of Training and
Employment in Agriculture J. C. Williams

Agricultural Research Programs J. I. Kirkwood

9:50 Coffee Break

10:15 A. M.

Your Public Image G. L. Smith

Vocational Agricultural Programs J. R. Powell

11:20 A.M. Break

11:30 A.M. Group Picture Infront
of Field House

12:15 P.M. Luncheon - Dutch
Ball Room B

Speaker President A. I. Thomas

1:30 P.M.

Bureau Activity Milton Caroline

PRAIRIE VIEW A. AND M. COLLEGE

PRAIRIE VIEW, TEXAS

March 17. 1970

Hotel Conference Room

Presiding	U. S. Wallace
8:30 A.M.	
Welcome	President A. I. Thomas
8:35 A. M.	
Redirection in Areas of Training and Employment in Agriculture	J. C. Williams
Agricultural Research Programs	J. I. Kirkwood
9:50	Coffee Break
10:15 A. M.	
Your Public Image	G. L. Smith
Vocational Agricultural Programs	J. R. Powell
11:20 A.M.	Break
11:30 A.M.	Group Picture Infront of Field House
12:15 P.M.	Luncheon - Dutch Ball Room B
Speaker	President A. I. Thomas
1:30 P.M.	
Bureau Activity	Milton Caroline

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

April 15, 1970

Department of

HEALTH, PHYSICAL EDUCATION AND ATHLETICS

April 28, 1970



Dr. A. I. Thomas
President
Campus

Dear Dr. Thomas:

Coach Alexander Durley will have to attend an N.A.I.A. meeting in Dallas, Texas this week end. I asked him to go by the Superior Coach Sales Company to look at the carrier buses and to bring us catalog material.

We should have something on it the first of next week.

Yours truly,

W. J. Nicks
Assistant to the President
on Athletics

WJN/a

PRAIRIE VIEW, TEXAS 77445

April 15, 1970

Department of
Physical Education and Athletics

April 1, 1970

Dr. A. L. Thomas, President

Prairie View A&M College

Mr. W. J. Nicks, Assistant
to the President on Athletics
Physical Education Department
CampusWe asked Mr. Alexander Hurley and the members of his staff to look into
the prices of carrier buses. They have submitted the following information:

I received your letter of April 1 concerning Carrier Buses.

I shall be pleased if you would proceed to have a representative of the Superior Coach Sales of Texas, Inc. provide us with catalog materials and a presentation of the 45 passenger bus and the 18 passenger limousine type referred to in your letter.

We will be pleased to meet with you on this matter at the earliest possible date.

With kindest regards, I am,

Price \$10,000

Very truly yours,

18 passenger, limousine type.

Price includes air and heat.

Reference: Superior Coach Sales of Texas, Inc.

3909 E. Overton

Dallas, Texas

Telephone: 214-371-3474

Alvin I. Thomas
President

AIT/mfa

If the purchase needs financing, distributor suggests a Cameron, Texas bank. This bank has financed buses in the past.

April 15, 1970



Department of
HEALTH, PHYSICAL EDUCATION AND ATHLETICS

April 1, 1970

Dr. A. I. Thomas, President
Prairie View ASM College
Mr. W. J. Nicks, Assistant
to the President on Athletics
Physical Education Department
Campus

We asked Mr. Alexander Durley and the members of his staff to look into the prices of carrier buses. They have submitted the following information:

I received your letter of April 1 concerning Carrier Buses.

New Carrier

I shall be pleased if you would proceed to have a representative of the Superior Coach Sales of Texas, Inc. provide us with catalog materials and a presentation of the 45 passenger bus and the 18 passenger limousine type referred to in your letter.

48 passenger, high school bus type (motor under hood), non re-
We will be pleased to meet with you on this matter at the earliest possible date.

20 passenger, high school bus type (motor under hood),
With kindest regards, I am Price \$10,000

18 passenger, limousine type.
Price includes air and heat.

Very truly yours, \$10,000

Reference: Superior Coach Sale of Texas, Inc.
3909 E. Overton Alvin I. Thomas
Dallas, Texas President
Telephone: 214-371-3474

AIT/mfa

If the purchase needs financing, distributor suggests a Cameron, Texas bank. This bank has financed buses in the past.

Used Carrier

39 passenger, 1953 Greyhound, air and heat. Motor in excellent condition according to salesman. Price \$ 7,500

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

April 1, 1970



Department of

HEALTH, PHYSICAL EDUCATION AND ATHLETICS

April 1, 1970

Reference: Fred Hawkins
Hatchex, Mississippi
Telephone: 601-443-6225 Bus Station
442-7119 Home

Dr. A. I. Thomas, President
Prairie View A&M College
Prairie View, Texas

Dear Dr. Thomas:

We asked Mr. Alexander Durley and the members of his staff to look into the prices of carrier buses. They have submitted the following information:

New Carrier

45 passenger, pusher type (motor in rear), reclining seats, same model type as have Texas Southern University, Alcorn and Jackson College. Price \$25,000

48 passenger, high school bus type (motor under hood), non reclining seats. Price \$ 7,000

20 passenger, high school bus type (motor under hood), reclining seats. Price \$10,000

18 passenger, limousine type. Price \$9,000 and \$10,000
Price includes air and heat.

Reference: Superior Coach Sale of Texas, Inc.
3909 E. Overton
Dallas, Texas
Telephone: 214-371-3474

If the purchase needs financing, distributor suggests a Cameron, Texas bank. This bank has financed buses in the past.

Used Carrier

39 passenger, 1953 Greyhound, air and heat. Motor in excellent condition according to salesman. Price \$ 7,500

W. J. Hicks, Assistant to the
President on Athletics

A.I.T.

April 1, 1970

33 passenger, 1952 Trailways, air and heat. Motor in excellent condition according to salesman. Price \$ 4,500

Both buses are now being used for tours and charter service out of Natchez, Mississippi.

Reference: Fred Hawkins
Natchez, Mississippi
Telephone: 601-445-8225 Bus Station
442-7110 Home

Referred to by J. C. Wilson who handles charter services for Southern University. Mr. Wilson purchased a 1952 model from Mr. Fred Hawkins.

J. C. Wilson
Telephone: 775-0464
Baton Rouge, Louisiana

The figures below will give you an idea what is spent each year in transportation of our athletic teams:

1969-70

Football	\$ 6,571.07
Basketball	2,210.00
Track	6,194.52
Baseball	<u>1,461.10</u>
	* \$16,436.10

* Total transportation for the above sports.

As you can see, tennis and golf sports are omitted. These sports could travel with track and baseball or in individual cars.

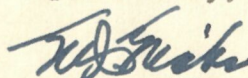
Recommendations

We would like to suggest that the 45 passenger pusher type bus be purchased this summer, to be delivered in time for our first off-campus football game.

That rules and regulations be set up for the bus to be used by the entire College--singing groups, etc.

We shall be glad to discuss this in detail with you.

Yours truly,



W. J. Nicks, Assistant to the
President on Athletics

April 13, 1970

Physical Education and Athletics

September 22, 1969

TO: Dr. A. I. Thomas, President
Mr. W. J. Nicks, Head
Department of Health and Physical Education
Campus

Dear Mr. Nicks:

We have received a carbon copy of a letter from Mr. Alexander Durley to Dr. C. A. Wood concerning the material for a press book for Prairie View - Grambling game in Chicago.

I am sure that you realize the importance of this press book and the necessity for Prairie View furnishing all the materials necessary to make this book fully representative of our College.

I am sure that we can all be confident that Grambling will not be neglected in the preparation of this book. I am, therefore, asking you to take the personal responsibility for seeing that Dr. C. A. Wood furnish an abundant of material and particular those items as indicated by Mr. Durley.

I shall be pleased if you would keep me posted concerning the progress made in this matter.

With kindest regards, I am

Very truly yours,

Alvin I. Thomas
President

ATT/maw

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

September 18, 1969



Department of

HEALTH, PHYSICAL EDUCATION AND ATHLETICS

September 22, 1969

TO: Dr. A. I. Thomas, President

RE: Organizational Structure of Athletic Department

FROM: W. J. Nicks

This is to inform you that the Organizational Structure you sent me of the Athletic and Physical Education Departments, meets my approval.

I have no additional suggestions to make other than to add Coach Alexander Durley's name as a member of the Athletic Council.

/gca

Very truly yours,

W. J. Nicks
Assistant

September 18, 1969

Mr. W. J. Nicks, Head
Department of Physical
Education
Campus

Dear Mr. Nicks:

Sometime ago, we contacted your office to pick up a report on Athletic Council from this office. Your secretary received the material for you.

Kindly review this report and let me know if this report meets with your approval.

Please feel free to make any revision you wish.

With kindest regards, I am

Very truly yours,

Alvin I. Thomas
President

AIT/maw

Prairie View A&M College
Prairie View, Texas
2/9/70

February 19, 1970

Athletic Committee Meeting

From: W. J. Nicks, Assistant to the President on Athletics

Mr. Fredrick Newhouse
Track Athlete
Prairie View A&M College
Prairie View, Texas

Coach John Truendley
Coach Luther Booker
Coach William Coffield
Coach Hoover Wright
Mr. Samuel Libbey

Dear Mr. Newhouse:

This is to congratulate you on your outstanding performance in track. We want you to know how proud we are to have such a person as you, representing Prairie View A&M College.

We congratulate you, Coach Wright, and the members of your great track team.

Keep up the good work. We shall continue to follow your progress in track and in your academic work.

We certainly appreciate the effort you are putting forth in our behalf. We were thinking you might be able to give us the latest information on it.

Yours truly,

(a) Reading of minutes of previous meeting
(b) Reports:

W. J. Nicks
Assistant to the President
on Athletics

WJN:gca

cc: President A. I. Thomas
Coach Hoover Wright
Coach Alexander Durley

W. J. Nicks, Head
Department of Health and
Physical Education

cc: President A. I. Thomas
III. Dean Alvin J. McNeil

IV. Adjournment

Prairie View A&M College
Prairie View, Texas
2/9/70

February 13, 1970

Athletic Committee Meeting

From: W. J. Nicks, Assistant to the President on Athletics
Dr. Forrest E. Ward
Coordinating Board
Texas College
Austin, Texas 78701
Coach Samuel Lindsay
Dear Dr. Ward:

Coach John Tankersley
Coach Luther Booker
Coach William Cofield
Coach Hoover Wright
Mr. Samuel Harway

After carrying out your request to put in writing our explanation of the request for a new instructional major concentration (Recreation), we have been looking forward to receiving some information regarding the disposition of this proposal.

This is to inform you that your presence is requested at a meeting on February 13, 1970, at 11:30 a.m. in the Athletic Department. Since our letter to you November 6, 1969, and the several copies of the Directions for Submission of Institutional Requests we sent to the Coordinating Board, we thought there may have been some information as to the status of it.

Agenda

We certainly appreciate the effort you are putting forth in our behalf. We were thinking you might be able to give us the latest information on it.

- (a) Opening of meeting
- (b) Reading of minutes of previous meeting
- (c) Reports:

Yours truly,

Mr. Luther Francis - Status of Athletic Budget
Mr. John Tankersley - Recruitment (football)
Mr. William Cofield - Basketball
Mr. Hoover Wright - Track
Mr. Samuel Lindsay - Asst. A

W. J. Nicks, Head
Department of Health and
Physical Education

WJN:gca
Miscellaneous Items

cc: President A. I. Thomas
III. Dean Alvin J. McNeil

IV. Adjournment

Prairie View A&M College
Prairie View, Texas
2/9/70

Athletic Committee Meeting

From: W. J. Nicks, Assistant to the President on Athletics

Coach Alexander Durley
Coach Joseph Henry
Coach Samuel Lindsay
Coach Eolus Rettig
Coach Barbara Jacket
Mr. Leon English
Mr. Luther Francis

Coach John Tankersley
Coach Luther Booker
Coach William Cofield
Coach Hoover Wright
Mr. Samuel Harvey
Coach Windell Davis
Coach Wendell Neal

This is to inform you that your presence is requested at a meeting today (Tuesday) at 12:30 p.m., room #47. Please be present and on time.

Agenda

I. General Items

- (a) Opening of meeting
- (b) Reading of minutes of previous meeting
- (c) Reports:

Mr. Luther Francis - Status of Athletic Budget
Mr. John Tankersley - Recruitment (football)
Mr. William Cofield - Basketball
Mr. Hoover Wright - Track
Mr. Samuel Lindsay - Asst. Athletic Director

II. Miscellaneous Items

III. New Business

IV. Adjournment

Prairie View A&M College
Athletic Department

Monthly
Athletic Staff Meeting
2/10/70

W. J. Nicks, Assistant to the President on Athletics Presiding

The meeting was called to order by Coach Nicks having the secretary call the roll of members present. Those absent were:

Mr. Luther Francis
Coach Alexander Durley (on sick leave)
Coach Eolus Rettig
Barbara Jacket

Status of Athletic Budget

Coach Lindsay was asked if he could make a report for Mr. Francis, as to the status of the budget since Mr. Francis was absent. Mr. Nicks stated that he had notified Mr. Francis about the meeting in a letter and with an official announcement. Mr. Lindsay could not make a report for Mr. Francis.

Recruitment

Mr. Joe Henry was asked to report on the recruiting of athletes for the football team. He stated that they had already signed some twenty athletes. Coach Nicks said that he wanted it thoroughly understood that they would have to stay within the quota of athletes they had last year. Coach Henry stated that they intended to do this by cutting some of the present ones they have, which means they will have to cut around twenty of the present members of the squad. Coach Henry emphasized the fact that 55 football scholarships were not enough to carry out the program we are attempting. Coach Nicks said we must stay within the quota until it was changed by the Athletic Council.

Registration of Athletes; Student Load

Coach Henry - We must take an active part in enrolling our athletes in classes. One athlete's advisor had given him 24 hours and he was presently on probation. Since we are holding weekly meetings of athletes, they should be advised and in some instances told to carry the minimum load. It was decided that in the future, necessary action will be taken to see that athletes are limited to a class load they can handle during their particular playing season. It was suggested that the Athletic Director appoint a counselor for the athletes.

Coach Nicks suggested that after every two semesters an athlete is enrolled, he should be rated on such things as:

1. Will and if he is passing academically
2. Does and will his playing ability meet our specification?
3. Is he a social problem?
4. Is he college material?

Status of Athletic Budget

The chairman asked for new business. It was stated by Coach Tankersley that our main problem in athletics was centered around the business manager-- that he had been trying to get his uniforms and baseballs for over a month and the order still had not been submitted.

It was stated that the business manager had never attended a meeting and that there seemed to have been a number of irregular occurrences in his office which should be cleared up, such as:

1. Why isn't 40-120 account used for long distance calls? Instead, such is charged to his personal phone.
2. That some two or more names are carried on the athletic scholarship list and none of the coaches know them, such as: Arnold Brown and Arthur Paul.
3. How were some two hundred tickets lost for the Southern-Prairie View game? Who paid for these tickets?
4. Now that the football season has been over some three months and the home basketball season is over, what is the status of the budget for the said sports?
5. What is the status of the concession account?

Coach Cofield moved that the athletic staff recommend to Coach Durley (the Athletic Director) that the business manager's position be filled by a person in Athletics or Physical Education with an office in the Health and Physical Education Building.

The motion was seconded and passed.

Coach Henry suggested that Mr. Francis be notified of our meeting tomorrow night at 8:00 p.m. and be asked to attend. Coach Henry was authorized to follow through on this. It was felt that since for some reason he could not attend meetings during the day, he might attend a night meeting.

Athletes Handbook

It was suggested by Coach Wright that the 1964 Handbook for Athletes be revised and brought up-to-date; and that we would meet at 8:00 p.m. Wednesday and Thursday to do this and clear up other important matter pertaining to Athletics.

Meeting adjourned.

Luther Booker, Acting Secretary

Prairie View A&M College
Athletic Staff Meeting
2/11/70

Mr. W. J. Nicks, Presiding

The Athletic Staff meeting was called to order by Mr. Nicks at 8:00 p.m.. The first item on the agenda was the calling of the roll.

Coach Alexander Durley(ill)
Coach Joseph Henry
Coach Samuel Lindsay
Coach Bolus Rettig
Coach Barbara Jacket(absent)
Coach John Tankersley
Coach William Cofield

Coach Hoover Wright
Coach Wendell Davis
Coach Wendell Neal
Mr. Leon English
Mr. Samuel Harvey
Mr. Luther Francis - absent
Coach Luther Booker

After the calling of the roll, the secretary reported that two members were absent--Coach Barbara Jacket and Luther Francis. Coach Nicks stated that the main purpose of the meeting was to have the meeting when Mr. Francis could be present. He asked Coach Henry if he had notified him as was requested at the last meeting. Coach Henry reported he had phoned him several times, but was told he was out. He said he finally went to his office and told his secretary to be sure to tell him of the meeting and to be present. Coach Tankersley said he saw him about 4:00 p.m. and apparently he knew about the meeting.

Coach Nicks said that just before coming to the meeting, he stopped by his office and found that some one had left this report Mr. Francis sent.

Coach Nicks asked Coach Wright to read the report. As Coach Wright attempted to interpret the report to the body, items were discussed in detail. Since several items in the budget could not be explained, it was decided that it was a waste of time for some one who did not know, to attempt to explain the budget. The chairman was asked to take up the matter of the Panther Handbook.

Coach Cofield stated that this matter was too serious to just pass over it in this manner; that some definite action should be taken because this was affecting the whole moral structure of the athletic program.

Coach Booker, the secretary was asked to read the minutes of the previous meeting.

It was found that at the last meeting a motion was made and passed that this body would recommend to the Athletic Director, the removal of Mr. Luther Francis and someone in the Athletic or Physical Education department be appointed.

7/11/70

It was the opinion of the body that this should be done by March 1, 1970. Several members felt that some one in the Health and Physical Education building who was close to the situation could do a much better job.

Coach Nicks asked that we spend the remainder of the time on the Panther Handbook. After revising several pages, a motion was made to adjourn, and meet again the following night at the same time.

Meeting adjourned at 10:15 p.m.

Luther Booker, Acting Secretary.

Southwestern Athletic Conference Official February 9, 1970
and Member Schools

Dr. D. D. Rains, President
Southwestern Athletic Conference

Mr. Luther Francis
Athletic Business Manager
Friday, April 10, 1970 at 9:00 A.M.
of the Law School

Dr. Alvin J. McNeil
Dean, College of Arts and Sciences
Campus

Dear Dean McNeil:

I am sure you received a copy of the letter Mr. John Harvey sent to me regarding Dr. A. I. Thomas' request that he be put on a Faculty Improvement Grant for \$1,800 for the three summer months.

Mr. Harvey has been a member of our staff since September. He has done an outstanding job and any assistance we can give him will not only be deserving, but for a worthy person. I highly recommend him for the grant.

You have missed the past two meetings. We are having another meeting Tuesday, February 10 at 12:30 p.m. in room 67, Physical Education Building. It is very important that you, as Business Manager, attend these meetings.

Yours truly,
W. J. Nicks, Head
Department of Health and
Physical Education

WJN/gca

cc: Dean C. L. Wilson
President A. I. Thomas

W. J. Nicks
Asst. to the President
on Athletics

cc: President A. I. Thomas

Mr. C. L. Wilson

Coch Alexander Dorlog

Southwestern Athletic Conference Official February 9, 1970
and Member Schools

Dr. D. D. Rains, President
Southwestern Athletic Conference

Mr. Luther Francis
Athletic Business Manager
Campus

Dear Mr. Francis:

At our Athletic Committee meeting some two months ago you were asked by the Athletic Director and the coaches to let us know the status of the athletic budget, and to present to the committee a budget for each sport. This same request was made of you in a meeting with Dean Wilson. When I asked you about it last week you said that you would have it on my desk that day. As of now, I have not received it.

In order to operate the department in a businesslike way, each coach should know what his budget is and he should be requested to stay within that budget. As of today, none of the coaches know if they are operating within the budget simply because they haven't been informed as to what their budget is.

You have missed the past two meetings we have had. We are having another meeting Tuesday, February 10 at 12:30 p.m. in room 47, Physical Education Building. It is very important that you, as Business Manager, attend these meetings.

Willie Davenport - Bill High
Leon Coleman - Yours truly,

Rodney Milburn

7:10 P.M. Special 100 Yd

John Carlos - Oliver Ford
Andy Hopkins and Others

W. J. Nicks
Asst. to the President
on Athletics

Saturday April 18, 1970 -

9:00 A.M. Pelican State Relays - Golf & T

WJN:iga A.M. SWAC Constitution

Moot Court Room of S.U. Law School

cc: President A. I. Thomas SWAC Permanent Games Comm

Mr. C. L. Wilson School - Second Floor

6:00 Coach Alexander Durley Pelican Re

Finals

Nichols

TEXAS SOUTHERN UNIVERSITY
HOUSTON, TEXAS

DEPARTMENT OF ATHLETICS

APRIL 10, 1970

TO: Southwestern Athletic Conference Officials
and Member Schools

FROM: Dr. D. D. Rains, President
Southwestern Athletic Conference

SUBJECT: Southwestern Athletic Conference Meeting at Southern University in
Baton Rouge, Louisiana Friday, April 16, 1970 at 9:00 A.M. in the
Moot Court Room of the Law School

DETAILS: Official representatives from all member schools of the Southwestern
Athletic Conference are requested to meet with the Constitution
Committee to complete the SWAC Constitution and prepare for printing

SCHEDULE: Thursday April 16, 1970 -

3:30 P.M. ----- Pelican Relays
9:00 P.M. ----- Reception
Coaches & SWAC Officials at Catholic Youth Center
(Across from Gym on S.U. Campus)

Friday April 17, 1970 -

9:00 A.M. ----- SWAC Constitution Meeting
Moot Court Room of S.U. Law School
9:00 A.M. ----- Pelican State Relays -Golf & Tennis
2:00 P.M. ----- SWAC Permanent Games Committee
S.U. Law School -Second Floor
6:30 P.M. ----- Pelican Relays
Preliminaries
7:00 P.M. ----- Special 120 Yd. Hurdle Race
Willie Davenport - Bill High
Leon Coleman - Irv Hall
Rodney Milburn
7:10 P.M. ----- Special 100 Yd. Dash
John Carlos - Oliver Ford
Andy Hopkins and Others

Saturday April 18, 1970 -

9:00 A.M. ----- Pelican State Relays -Golf & Tennis
9:00 A.M. ----- SWAC Constitution Meeting
Moot Court Room of S.U. Law School
2:00 P.M. ----- SWAC Permanent Games Committee
S.U. Law School -Second Floor
6:00 P.M. ----- Pelican Relays
Finals

For Emergencies Call - - Baton Rouge Area Code 504

U. S. Jones, Sr. - Director of Athletics
Office - 775-6300 -Extension 388 or 389
Home - 775-6374

Claude T. Paxton - Track Coach
Office - 775-6300 -Extension 388 or 389

Ronald Brown - Golf Coach
Office - 775-6300 -Extension 388 or 389

Howard Minnis - Tennis Coach
Office - 775-6300 -Extension 388 or 389

Coach Alexander Dudley
Coach William Coffield
Coach Samuel Lindsey
Coach Wendell Davis
Coach Harvey Wright

Lower classes have already been processed.

Yours truly,

H. J. Hicks
H. J. Hicks

Assistant to the President
on Athletics

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

Department of Health and Physical Education

Department of

HEALTH, PHYSICAL EDUCATION AND ATHLETICS

February 24, 1970

April 30, 1970

TO: President A. I. Thomas

FROM: Department of Health and Physical Education

SUBJECT: Suggested Improvement for the above department.

President A. I. Thomas

COMMENT: to enhance the quality and quantity of educational ex-

Dear Dr. Thomas:

This is to follow up our conversation relative to members of the coaching staff being away from the campus Friday and Saturday, May 1-2, 1970.

The coaches named below will be away attending the Regional of the N.A.I.A. Track Meet, Tennis and Golf Tournament in Dallas, Texas:

A. Two full-time coaches (represent one allotted staff member position)
B. Five graduate students (Three females and two males)
C. One assistant coach
D. One full-time coach
E. Two part-time coaches

Coach Alexander Durley
Coach William Cofield
Coach Samuel Lindsay
Coach Wendell Davis
Coach Hoover Wright

Leave blanks have already been processed.

Yours truly,

II. CURRICULUM:

Advise present curriculum in health and physical education (graduate and undergraduates)

- A. Insert appropriate terminology
B. Insert needed courses at present
C. Delete inappropriate courses
D. Place courses in proper sequence
a. Rewrite description titles
E. Correct allotted credit hour discrepancies

III. SECOND TEACHING FIELD:

- A. Initiate plans to make health education a second teaching field
B. Initiate plans to make physical education a second teaching field

PRAIRIE VIEW A & M COLLEGE

Department of Health and Physical Education

February 14, 1970

TO: President A. I. Thomas

FROM : Department of Health and Physical Education

SUBJECT: Suggested Improvement for the above department.

COMMENT: In order to enhance the quality and quantity of educational experience provided by the department and to translate into functional realities the principles and objectives of education and physical education, it is apparent that improvements be initiated and maintained within the department. Therefore, listed below you will find the following recommendations.

I. PERSONNEL:

- A. Two female staff members. (At present one allotted staff member position is open in the department)
- B. Five graduate fellowship assistants (Three females and two males)
- C. One assistant supply personnel.
- D. One full-time secretary.
- E. Two part-time student secretaries.

NOTATION: If the proposed recreational program is placed in the curriculum for the fall semester. We will need a faculty member who area of educational concentration is recreation.

II. CURRICULUM:

Revise present curriculum in health and physical education. (graduate and undergraduates)

- A. Insert appropriate terminology
- B. Insert needed courses at proper grade level
- C. Delete inappropriate courses
- D. Place courses in proper sequence
- E. Rewrite description titles
- F. Correct allotted credit hour discrepancies

III. SECOND TEACHING FIELD:

- A. Initiate plans to make health education a second teaching field.
- B. Initiate plant to make physical education a second teaching field.

IV. FACILITIES:

- A. Ten all-purpose or all-weather courts with lights and fence.
 - 1. Tennis court
 - 2. Basketball court
 - 3. Volleyball court
 - 4. Badminton court (Location: adjacent and west of Field House--for all court's location)
- B. Improve out-door activity areas
 - 1. Select, develop-maintain
 - a. Soccer Field
 - b. Archery Area
 - c. Softball Diamond
 - d. Track & Field
 - e. Touch Football

V. TEACHING STATIONS:

- A. Insert adequate and appropriate court markings on field house floor.
 - 1. Volleyball-(2)
 - 2. Badminton-(2)
 - 3. Shuffleboard-(2)
 - 4. Basketball Courts-(2)

VI. TEAM TEACHING:

- A. Utilize team teaching in those classes where it is feasible and beneficial.

VII. MATERIALS, SUPPLIES AND EQUIPMENT:

- A. Test and measurement
- B. Physical fitness and conditioning
- C. Teaching (health charts-models-bulletin boards-films-etc.)
- D. Activity (games) Volleyball, tennis, Badminton, Archery, Football Swimming, Soccer, Softball, etc.
- E. Office Equipment
 - 1. four typewriters
 - 2. two adding machines
 - 3. one duplicating machine
 - 4. four filing cabinets

VIII. TEXTBOOKS AND LIBRARY REFERENCES:

- A. Evaluate, select and adopt scientific, current and appropriate textbooks and reference materials in sufficient quantity.

IX. INTENSIFY PUBLIC RELATION AND RECRUITMENT PROGRAM:

- A. Department handbook
- B. Brochure
- C. Articles
- D. Visitations

X. OFFICE SPACE & OFFICE FURNITURE

- A. Four furnished offices for staff members.
- B. Two offices in gymnasium #1.
- C. Two offices in gymnasium #2.

XI. AUTHORIZATION FOR MINOR VERIFICATION:

- A. Request the privilege and authority to certify that our minors have satisfactory fulfilled requirements for a minor in health or physical education before being approved for graduation.

NOTATION: At the present time evidently the major department does this without consulting the minor department.

XII. DEPARTMENTAL INTRAMURAL PROGRAM:

- A. Organized and administer within the department a departmental intramural program for majors and minors to obtain valuable and needed experience in organizing, conducting, officiating, evaluating, and coaching.

XIII. PROFESSIONAL IMPROVEMENT:

- A. Encourage local, state, and national affiliation with professional organizations.
B. Encourage staff members to be active in attending professional meeting relating to area of employment.
C. Encourage active participation in clinics, workshops, and symposiums.

XIV. FACULTY, EMPLOYEES, AND COMMUNITY CONDITIONING PROGRAMS:

- A. Once the requested conditioning and physical fitness equipment is available, a conditioning program should be organized to provide an opportunity for participation in activities designed to develop, improve, or maintain a tangible quality of fitness at least once a week.

XV. TOWEL SERVICE: (Practice classes)

- A. Investigate the feasibility in utilizing towel service and changing a towel fee.
B. Institute towel service if at all feasible.

XVI. SOUND SYSTEM (class dismissal)

- A. Install a sound system in gymnasium #2 for class dismissal

XVII. RENOVATION OF GYMNASIUM #1 (old gym)

- A. Upstairs-north side
1. Teaching stations
a. dance
b. gymnastics
B. Beneath Bleachers
1. Teaching Station
a. conditioning and resistance-exercise room
2. Storage Room
3. Office

BUDGET: (This reflects the approximate cost for suggested improvements) as related to the Health and Physical Education budget.

A. SALARIES AND WAGES ----- \$39,910.56
B. CAPITAL OUTLAY----- 81,584.85
C. OTHER EXPENSES----- 2,418.50

TOTAL \$123,913.91

PRAIRIE VIEW A & M COLLEGE

Department of Health and Physical Education

February 14, 1970

SUBJECT: Approximate cost of recommendation for the department of Health and Physical Education.

APPROXIMATE EXPENSES FOR SUGGESTED IMPROVEMENTS:

I. PERSONNEL:			
A.	Two female faculty members @ 15,600.00		\$ 32,000.00
B.	Five Graduate Fellowships (@ 2,400.00)		
C.	One assistant supply and Equipment man @ 3,500.00		3,500.00
D.	Secretaries: full-time Students @ 250.56		4,260.00
II. FACILITIES AND TEACHING STATIONS:			
A.	Ten all purpose or all weather court	7,000.00	70,000.00
B.	Improvement of outdoor activity areas		1,128.80
C.	Teaching Stations-Field House		
1.	Scotch 30 rolls X 1"=	88.50	
2.	Plastic film tape 20 rolls X 2"=	105.00	193.50
III. MATERIALS-SUPPLIES-EQUIPMENT:			
A.	Test and measurement	3,252.70	
B.	Physical Fitness and conditioning	4,241.50	
C.	Teaching	700.00	8,457.45
D.	Activity	1,579.25	
E.	Office Equipment	1,611.00	
IV. OFFICE FURNITURE: (4 offices)			
A.	@ 374.65		1,498.60
V. FEES FOR WORKSHOP OR CLINICS			
A.	3 personnel 50.00 per day X 3 days		450.00
VI. SOUND SYSTEM: (Field House)			
A.	Installation and Equipment		500.00
VII. PROFESSIONAL IMPROVEMENT AND RECRUITING			
A.	Travel Lodging-meals-fees		
1.	Professional meeting related to Health, Physical Education and Recreation		
a.	Three personnel to national (AAHPER)	1,000.00	
b.	Five personnel to state (alternate days)	375.00	
c.	Personnel-two additional clinics	150.00	1,775.00
d.	Recruitment visitations Program Evaluation	250.00	

IX. RENOVATION OF GYMNASIUM # 1

- A. Teaching Stations
- B. Offices
- C. Storage

(Cost is not the responsibility of the department)

X. APPROXIMATE EXPENSES FOR SUGGESTED IMPROVEMENTS:

- A. Salaries and Wages
- B. Capital outlay
- C. Other Expenses

\$ 39,910.56

81,584.85

2,418.50

123,913.91

NOTATION

A. Matter for Discussion:

1. Facility and Equipment for Bowling:
 - a. Physical Education (students)
 - b. Recreation (students)
 - c. Recreation (faculty and staff)
 - d. Recreation (community)

A facility of this nature can provide experience (educational) for students and recreation for many. A fee could be charged for non class participation which would enable the facility to help pay for itself.

III. <u>STUDENT-STAFF DEVELOPMENT</u>		3,252.70	
A. Test and measurement		4,241.30	
B. Physical Fitness and conditioning		700.00	
C. Teaching		1,529.25	
D. Activity		1,811.00	
E. Office Equipment			1,298.00
IV. <u>OFFICE FURNITURE</u> : (4 offices)			
A. @ 374.55			
V. <u>FEES FOR LUNCH OR DINNER</u>			
A. 3 personnel 50.00 per day 13 days			
VI. <u>SOUND SYSTEM</u> : (Field House)			
A. Installation and Equipment			300.00
VII. <u>PROFESSIONAL DEVELOPMENT AND RESEARCH</u>			
A. Travel Lodging-meals-travel			
1. Professional meeting related to Health, Physical Education and Recreation			
a. Three personnel to national (November)		3,000.00	
b. Five personnel to state (September days)		375.00	
c. Personnel to additional clinics		250.00	1,715.00
d. Recruitment visitations Program Evaluation		250.00	

PRAIRIE VIEW A & M COLLEGE

Department of Health and Physical Education

February 14, 1970

SUBJECT: Approximate cost of recommendation for the department of Health and Physical Education.

I. PERSONNEL:			\$ 32,000.00
A.	Two female faculty members @ 15,600.00		
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1.	Scotch 30 rolls X 1"= 88.50		193.50
2.	Plastic film tape 20 rolls X 2"=105.00		
III. MATERIALS-SUPPLIES-EQUIPMENT:			
A.	Test and measurement	3,252.70	
B.	Physical Fitness and conditioning	4,241.50	
C.	Teaching	700.00	8,457.45
D.	Activity	1,579.25	
E.	Office Equipment	1,611.00	
			1,498.60
IV. OFFICE FURNITURE: (4 offices)			
A.	@ 374.65		
V. FEES FOR WORKSHOP OR CLINICS			450.00
A.	3 personnel 50.00 per day X 3 days		
VI. SOUND SYSTEM: (Field House)			500.00
A.	Installation and Equipment 9		
VII. PROFESSIONAL IMPROVEMENT AND RECRUITING			
A.	Travel Lodging-meals-fees		
1.	Professional meeting related to Health, Physical Education and Recreation		
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- B. Offices
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(Cost is not the responsibility of the department)

X. APPROXIMATE EXPENSES FOR SUGGESTED IMPROVEMENTS:

- A. Salaries and Wages
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- C. Other Expenses

\$ 39,910.56

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 - c. Recreation (faculty and staff)
 - d. Recreation (community)

A facility of this nature can provide experience (educational) for students and recreation for many. A fee could be charged for non class participation which would enable the facility to help pay for itself.

PERSONNEL:

- A. Two female staff members. (At present one allowed staff member position is open in the department)
- B. Five graduate fellowship assistants (three females and two males)
- C. One assistant supply personnel.
- D. One full-time secretary.
- E. Two part-time student secretaries.

NOTATION: If the proposed recreational program is placed in the curriculum for the fall semester, we will need a faculty member who area of educational concentration is recreation.

IV. CURRICULUM:

Review present curriculum in health and physical education, graduate and undergraduate.

- A. Insert appropriate terminology
- B. Insert needed courses at proper grade level
- C. Delete inappropriate courses
- D. Place courses in proper sequence
- E. Rewrite description titles
- F. Correct omitted credit hour discrepancies

III. SECOND TEACHING FIELD:

- A. Initiate plans to make health education a second teaching field.
- B. Initiate plans to make physical education a second teaching field.

PRAIRIE VIEW A & M COLLEGE
Department of Health and Physical Education

February 14, 1970

TO: President A. I. Thomas

FROM : Department of Health and Physical Education

SUBJECT: Suggested Improvement for the above department.

COMMENT: In order to enhance the quality and quantity of educational experience provided by the department and to translate into functional realities the principles and objectives of education and physical education, it is apparent that improvements be initiated and maintained within the department. Therefore, listed below you will find the following recommendations.

I. PERSONNEL:

- A. Two female staff members. (At present one allotted staff member position is open in the department)
- B. Five graduate fellowship assistants (Three females and two males)
- C. One assistant supply personnel.
- D. One full-time secretary.
- E. Two part-time student secretaries.

NOTATION: If the proposed recreational program is placed in the curriculum for the fall semester. We will need a faculty member who area of educational concentration is recreation.

II. CURRICULUM:

Revise present curriculum in health and physical education. (graduate and undergraduates)

- A. Insert appropriate terminology
- B. Insert needed courses at proper grade level
- C. Delete inappropriate courses
- D. Place courses in proper sequence
- E. Rewrite description titles
- F. Correct allotted credit hour discrepancies

III. SECOND TEACHING FIELD:

- A. Initiate plans to make health education a second teaching field.
- B. Initiate plant to make physical education a second teaching field.

IV. FACILITIES:

- A. Ten all-purpose or all-weather courts with lights and fence.
 - 1. Tennis court
 - 2. Basketball court
 - 3. Volleyball court
 - 4. Badminton court (Location: adjacent and west of Field House--for all court's location)
- B. Improve out-door activity areas
 - 1. Select, develop-maintain
 - a. Soccer Field
 - b. Archery Area
 - c. Softball Diamond
 - d. Track & Field
 - e. Touch Football

V. TEACHING STATIONS:

- A. Insert adequate and appropriate court markings on field house floor.
 - 1. Volleyball-(2)
 - 2. Badminton-(2)
 - 3. Shuffleboard-(2)
 - 4. Basketball Courts-(2)

VI. TEAM TEACHING:

- A. Utilize team teaching in those classes where it is feasible and beneficial.

VII. MATERIALS, SUPPLIES AND EQUIPMENT:

- A. Test and measurement
- B. Physical fitness and conditioning
- C. Teaching (health charts-models-bulletin boards-films-etc.)
- D. Activity (games) Volleyball, tennis, Badminton, Archery, Football Swimming, Soccer, Softball, etc.
- E. Office Equipment
 - 1. four typewriters
 - 2. two adding machines
 - 3. one duplicating machine
 - 4. four filing cabinets

VIII. TEXTBOOKS AND LIBRARY REFERENCES:

- A. Evaluate, select and adopt scientific, current and appropriate textbooks and reference materials in sufficient quantity.

IX. INTENSIFY PUBLIC RELATION AND RECRUITMENT PROGRAM:

- A. Department handbook
- B. Brochure
- C. Articles
- D. Visitations

X. OFFICE SPACE & OFFICE FURNITURE

- A. Four furnished offices for staff members.
- B. Two offices in gymnasium #1.
- C. Two offices in gymnasium #2.

XI. AUTHORIZATION FOR MINOR VERIFICATION:

- A. Request the privilege and authority to certify that our minors have satisfactory fulfilled requirements for a minor in health or physical education before being approved for graduation.

NOTATION: At the present time evidently the major department does this without consulting the minor department.

XII. DEPARTMENTAL INTRAMURAL PROGRAM:

- A. Organized and administer within the department a departmental intramural program for majors and minors to obtain valuable and needed experience in organizing, conducting, officiating, evaluating, and coaching.

XIII. PROFESSIONAL IMPROVEMENT:

- A. Encourage local, state, and national affiliation with professional organizations.
B. Encourage staff members to be active in attending professional meeting relating to area of employment.
C. Encourage active participation in clinics, workshops, and symposiums.

XIV. FACULTY, EMPLOYEES, AND COMMUNITY CONDITIONING PROGRAMS:

- A. Once the requested conditioning and physical fitness equipment is available, a conditioning program should be organized to provide an opportunity for participation in activities designed to develop, improve, or maintain a tangible quality of fitness at least once a week.

XV. TOWEL SERVICE: (Practice classes)

- A. Investigate the feasibility in utilizing towel service and changing a towel fee.
B. Institute towel service if at all feasible.

XVI. SOUND SYSTEM (class dismal)

- A. Install a sound system in gymnasium #2 for class dismissal

XVII. RENOVATION OF GYMNASIUM #1 (old gym)

- A. Upstairs-north side
1. Teaching stations
a. dance
b. gymnastics
B. Beneath Bleachers
1. Teaching Station
a. conditioning and resistance-exercise room
2. Storage Room
3. Office

BUDGET: (This reflects the approximate cost for suggested improvements) as related to the Health and Physical Education budget.

A. SALARIES AND WAGES ----- \$39,910.56
B. CAPITAL OUTLAY----- 81,584.85
C. OTHER EXPENSES----- 2,418.50

TOTAL \$123,913.91

August 17, 1970

Dr. A. J. McNeil
Dean, School of Arts and Sciences
Campus

Dear Dr. McNeil:

In regard to your letter of March 6, 1970 and my 1970-71 contract which stated that I would be relieved of administrative responsibilities, and that I would be retained as a Professor in the Department of Health and Physical Education.

In order to facilitate the smooth operation of the Department, I would suggest that I begin now to turning over my present responsibilities to the person who will carry on the administrative side of the Department before the beginning of the ensuing school term.

I shall be glad to do all I can to help in this change over by September 1, 1970.

Yours truly,

W. J. Nicks
Head, Department Health & Physical
Education

WJN/n

cc: President Alvin I. Thomas
Dean C. L. Wilson